



Itqan Institute

Financial Policy Statement:

It is the policy of the Itqan Institute to be financially responsible and accountable. Being financially responsible means that the Itqan Institute will not take on any responsibilities that it does not have the resources to meet. It means that the organisation will endeavour to pay its bills on time and keep accurate records of all monies that come into and go out of the organisation. Financial responsibility also means that the organisation will endeavour to collect all monies owed to it as promptly as possible.

The purpose of this policy is to set out how the finances of Itqan are managed. Following this policy will help to ensure that Itqan is financially responsible, accountable and prudent.

Fees Arrangements:

1. The early bird rate is (£6 beginner level, £6.50 intermediate level, £7 advanced level) per hour.
2. The installments rate is £1 extra per hour. (£7 beginner level, £7.50 intermediate level, £8 advanced level)
3. All interested students must choose what rate suits them in order to secure the start of the course.

(Note: Please, be aware that these fees are refundable in case you do not agree to the course timing)

4. All fees can be paid either by **cash at the office or by bank transfer** to our bank account, please see our bank account details:

Arabic Language Centre Ltd

Sort code: 20-76-92

Account number: 93141616

5. At the end of the course you will be required to pay the fees for the following course and shall be paid fully in advance before the exam day of the previous course.
6. Also, there is an additional fee for the book of :£10 beginner book, £15 intermediate book, £35 advanced book.

An example of the “early bird” payment process for beginner level:

- The course is 60 hours at £6/h = **£360 for full course** (must be paid once the registration is completed by signing this policy).

An example of the “installments” payment process for beginner level:

- The course is 60 hours at £7/h = **£420 for full course** (to be paid into two or three installments, the first installment must be paid once the registration is completed by signing this policy and to agree on the following installments dates).

(Note: Please, be aware that these fees are non refundable under any circumstances)

Student name:

(Please choose one) Payment type: Early Bird - Installments

- Please complete the following if you have chosen to pay by installments:

1st installment date: The day of signing this policy.

2nd installment date:

3rd installment date:

Signature

Having a clear policy does not mean that we will not consider the financial difficulties that you may go through. Instead, this will give us the space to be more flexible with these cases. So, please don't hesitate to speak to us if you have any difficulty in paying the fees so **we arrange a flexible plan that suits your needs.**

It's our duty to encourage each other and give a hand to any student struggling at a certain time to keep them going. And we will listen to your feedback to offer the best we can.

Dr Abdulrahman Mkia,

Director of Arabic Language Centre (ALC)

Signature